



# School of Music and Dance

UNIVERSITY OF OREGON

(Revised 07/2009)

MarAbel B. Frohnmayer Music Building  
961 E. 18th Ave. Eugene OR 97403-1225



## INFORMATION AND ARRANGEMENTS

Name of Artist/Ensemble: \_\_\_\_\_ Series: \_\_\_\_\_

Scheduled for: \_\_\_\_\_  
Month Date Year Day of the Week Time

Location:  Beall Concert Hall  Room 163  Other \_\_\_\_\_

Traditional time for set-up is arranged as follows:

- Student Recitals: One (1) hour prior to concert time

- Other concerts: One and a half (1 1/2) hours prior to concert time

NOTE: Additional time for set-ups must be made with the concert manager.

Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_  
(PRINT CLEARLY)

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street/Office City State Zip Code

### - STAGE PLAN -

Lectern  with /  without microphone

Music stands (No. \_\_\_\_\_)

Chairs (No. \_\_\_\_\_)

Grand Piano & Bench - (Piano technician, rm 102, ext. 3793, must sign below before piano is reserved)

Preferred instrument: \_\_\_\_\_

Harpsichord/Organ  
(Barbara Baird, rm 162B, ext. 3791, must sign below before reservation is honored)

Preferred instrument: \_\_\_\_\_

Preferred instrument: \_\_\_\_\_

Announce Microphone

Conductor's Podium

Sound Screens  hard side  soft side

Choir risers (No. People \_\_\_\_\_)

Platforms  8" \_\_\_\_\_  16" \_\_\_\_\_  24" \_\_\_\_\_

Special audio/electronic needs - (See sound engineer, Rm 191, ext. 5659, and get signature for approval. This is required only if you need equipment above and beyond a standard recording or announce microphone.)

Preferred instrument: \_\_\_\_\_

Preferred instrument: \_\_\_\_\_

Preferred instrument: \_\_\_\_\_

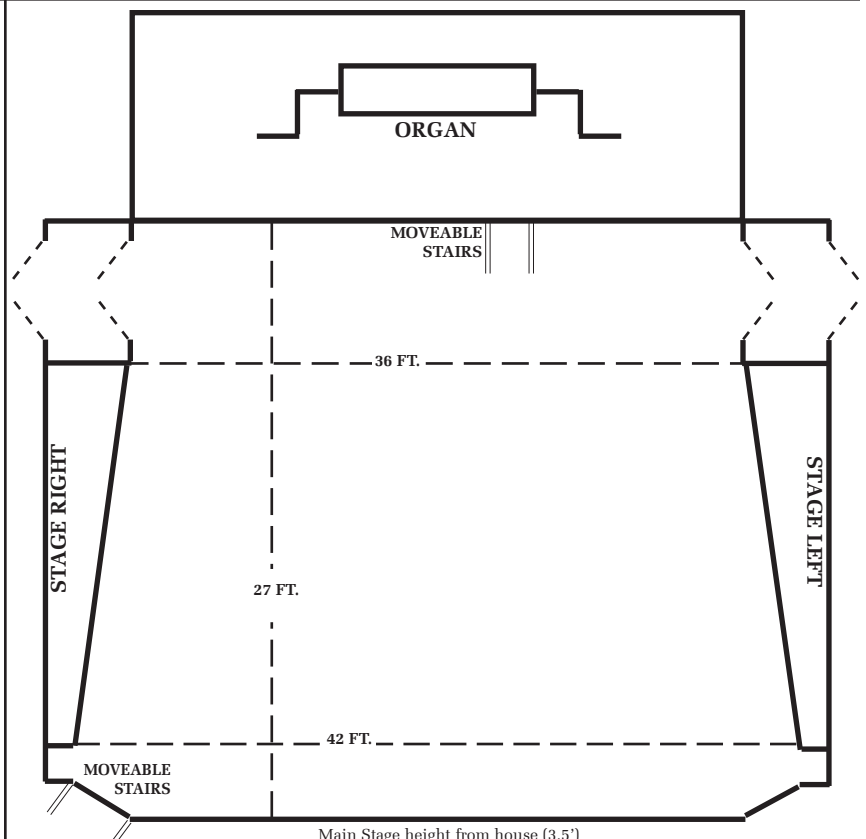
Preferred instrument: \_\_\_\_\_

Preferred instrument: \_\_\_\_\_

Preferred instrument: \_\_\_\_\_

Other: \_\_\_\_\_

Performance to be Recorded?  Yes  No



Receptions are held in room 167 or 150. Will there be a reception after the event?  
 Yes  No (Please note: Alcoholic beverages are not allowed)

PLEASE READ ALL INFORMATION AND COMPLETE THE CHECKLIST ON BACK OF THIS FORM

### PLEASE NOTE:

1. The School of Music produces printed programs for events held in its facilities or under its supervision, except for rental events. **Please turn in program copy 4 weeks in advance of the date of event. *Please be advised that we cannot guarantee production of program copy if we receive your copy less than two weeks prior to the event.***

2. News Bureau and other media deadlines are a month before the event. **The School of Music Publicity Office needs complete detailed information 6 weeks in advance of your event.** Please provide a brief description of program, personnel, guest artists, special/promotable themes, premieres etc. ***Materials received less than 6 weeks in advance of the event cannot be guaranteed media coverage. (Not applicable to Student Recitals).***

### CHECKLIST

- Talk over this form with Rick Blake in room 175.
- Return completed form to the reception desk to:
  - Alan Philips IF using piano
  - Rick Blake IF NOT using piano
- Talk over arrangements with Concert Manager in room 121G.
- Turn in program copy via email to cressall@uoregon.edu.
- Submit proof corrections via email to cressall@uoregon.edu.
- Ushers: You must provide 1 usher for your student recital.